How to Enroll in an SRP 99 on MyUCLA

**Step 1**
Log on to MyUCLA at [https://www.my.ucla.edu/](https://www.my.ucla.edu/).
**Step 2**
Click on the “Classes” and select “Contract Courses” under “Plan and enroll. A new window will open. Click on “Create a new contract.”

![Image of the MyUCLA interface with highlighted Contract Courses and Create a new contract button]

**Step 3**
Read the process instructions and continue to “Create a new contract.”

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**Contract Courses**
The enrollment process for Contract Courses (independent studies with the guidance of a faculty mentor) begins on MyUCLA when students generate a “contract” for a course in their chosen subject area and field of interest.

**How the process works**
- Choose the type of contract you wish to create
- Review the preliminary steps that you need to complete before creating your contract
- Answer a series of brief questions that will include a request for a short course proposal
- Print your completed contract (you will need Adobe Acrobat Reader installed on your computer to complete this step—click here to download the Adobe Reader)

**Tips**
- If you quit the process before you have finished creating the contract, your work will not be saved.
- It is your responsibility to check the status of your contract by returning to your MyUCLA Contract Courses page or by verifying your enrollment on your study list.
**Step 4**
Choose the appropriate term under the Term dropdown menu. Then, select “Student Research Program (SRP) – 99” and click “Next.”

**Step 5**
Read the course requirements and continue by pressing “Next.”
**Step 6**
Select your “Subject Area” from the dropdown menu and click “Next.” “Subject Area” is the same as your faculty mentor’s department.

**Step 7**
Select the appropriate faculty mentor and click “Next.”

**Step 8**
Review the information, select the total number of units for the course, and click “Next.”
**Step 9**
In the first person, write 3-5 sentences describing what your specific responsibilities are for the research project in the space provided, and click “Next.”

**Step 10**
Thoroughly review the contract and click “Next.”
Step 11
Agree to the contract terms and click “Continue.”

Step 12
Select “View contract.” Save as PDF.
**Step 13**
Email the PDF contract to your faculty mentor to sign electronically.

**Step 14**
Turn in the signed contract to the Message Center on MyUCLA:
Log on to MyUCLA, and click on the “My Features” tab.

Under the “Need Help?: Help” section, click on “Message Center.”
Step 15
Click on “Ask a Question.”

Choose “Student Research Program (SRP)” under the “Topic” dropdown menu.
Step 16
Type “SRP 99” in the Subject Line. In the textbox, type your name and identify the document you are attaching. Click “Add Attachment” to attach your SRP 99 contract. Press “Send.” We will receive your SRP 99 contract and will process it during our normal business hours.

Questions?
Contact us over the phone at (310) 825-2935 or by email at urhass@college.ucla.edu.